

# State of Connecticut JOB POSTING

## OFFICE OF THE STATE COMPTROLLER JOB OPPORTUNITY RETIREMENT AND BENEFITS OFFICER

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the Current Exam Certification List  
**Location:** 55 Elm Street, Hartford, CT 06106  
**Job Posting No:** #592  
**Hours:** Full Time/40 hrs per week  
**Salary:** \$59,585 (AR22) - Starting Annual Salary  
**Closing Date:** Thursday, November 21, 2013 - Application materials must be received by 5:00 p.m. on this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill a **Retirement and Benefits Officer** position within the **Healthcare Policy and Benefit Services Division – Healthcare Policy and Analysis Unit**. The successful candidate will be accountable for independently performing a full range of tasks in public employee retirement and benefit administration.

**Eligibility Requirement:** Candidates must have applied for and passed the **Retirement and Benefits Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Run monthly EPM queries detailing healthcare account activity to produce monthly budget reports; monitor account balances; generate ad hoc reports as requested by the HCPBSD Management team and/or the Healthcare Cost Containment Committee to support ongoing projects; provide reporting and data analysis for the Health Enhancement Program (HEP) and the Connecticut Partnership Plan (PA-11-58). Research impact of federal requirements for healthcare reform and assist in determining procedures for compliance; research and document policies that affect the administration of the State of Connecticut health, dental, and pharmacy plans with regard to healthcare reform; act as liaison with State of Connecticut Health insurance carriers to verify that new requirements are being adhered to; research and respond to inquiries regarding healthcare reform and the Affordable Care Act. Handle member issues regarding the Health Enhancement Program; assist agencies in troubleshooting HEP related issues in Core-CT. Provide testing support in the Core-CT Benefits Administration Module for updates to the HEP enrollment screen and/or the HEP tracking screen. Liaison between Healthcare Analysis Unit and other OSC divisions and outside agencies regarding policies and procedures; assist in developing and implementing administrative policy; assist in drafting HPBSD correspondence and administrative memoranda regarding the Health Enhancement Program; assist in drafting updates to existing HPBSD policy and memos with necessary changes due to healthcare reform, SEBAC agreements or other changes determined by the Healthcare Cost Containment Committee; assist in the interpretation and implementation of State Statutes and collective bargaining agreements. Performs other related duties as required.

### **PREFERRED EXPERIENCE AND SKILLS:**

- Excellent verbal and written communication skills;
- Excellent verbal presentation skills;
- Excellent Organizational skills;
- Excellent customer service and telephone skills;
- Familiarity with Oracle/PeopleSoft HRMS and Financial systems;
- Familiarity with Governmental Budgeting and Financial reporting
- Proficiency in Microsoft Word, Excel and Access

### **APPLICATION INSTRUCTIONS:**

**Note:** The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit Employment Rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, Three (3) Letters of Professional References from current and/or previous supervisors and an Application for Examination or Employment (CT-HR-12 – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) (**Please indicate the job posting number on the application form**). State employees must include copies of their last Three (3) Service Ratings in lieu of references no later than the closing date at the top of this announcement to:

**Elena Vazquez, Human Resources Associate**  
**Office of the State Comptroller**  
**Management Services Division – Human Resources Office**  
**55 Elm Street, 2<sup>nd</sup> Floor, Room 208**  
**Hartford, CT 06106**  
**OR**  
**Fax to: 860-702-3324**  
**Email: [elena.vazquez@ct.gov](mailto:elena.vazquez@ct.gov)**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.